

SiteManager **Training Manual**



Module B
Chapter 4

**Daily Work Reports (+)
History**

Section B-4-1

DWR History

Student's Version

Indiana Department of Transportation
September 2007, Version 3.7b

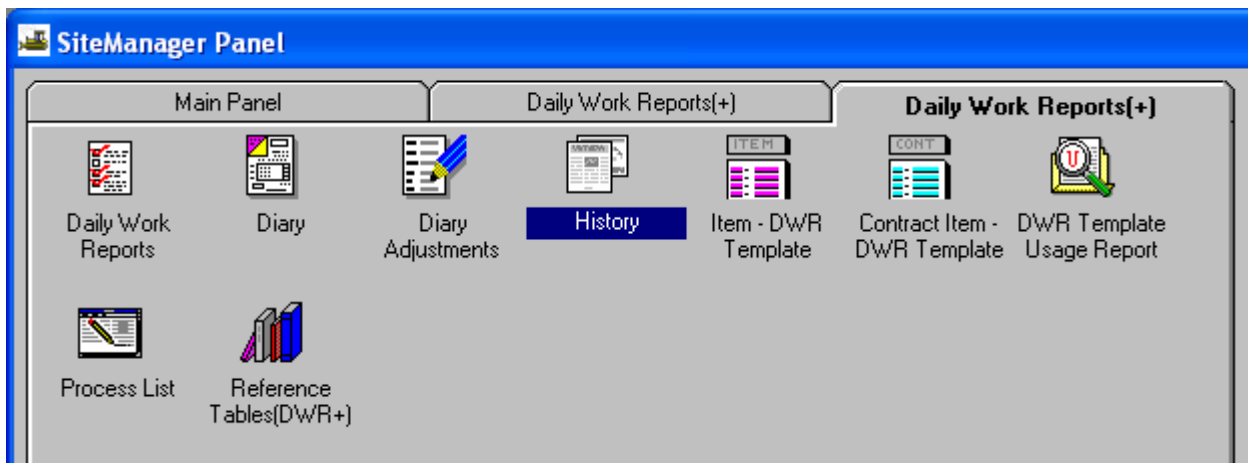
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DWR History

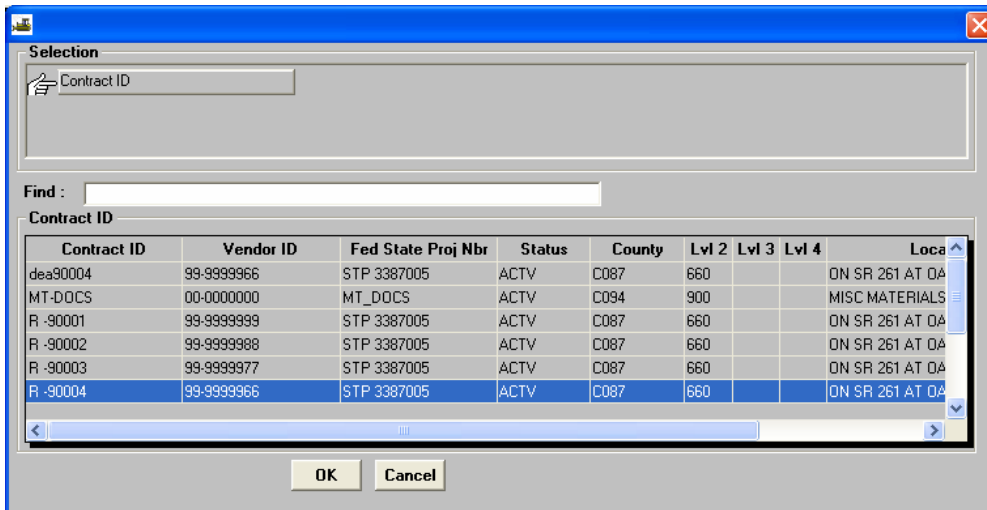
This section will explain how to view Daily Work Report History for a contract. The user can only access the history of a contract with proper contract authority.



“Double-click” on **Daily Work Reports (+)** located on the Main Panel.



“Double-click” on **History**.



The Select Contract window opens.

The Bottom Panel contains the following columns:

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Vendor ID:** the **Vendor ID** is the INDOT assigned identification number for the Prime Contractor.
- **Fed State Proj Nbr:** the **Fed State Proj Nbr** is the unique identifier for the project.
- **Status:** the **Status** column indicates current status of the project, Active, Pending, Complete, or Archived.
- **County:** the **County** column indicates the county where the majority of the work is located.
- **Lvl 2:** The **Lvl 2** column indicates the District office administering the project.
- **Lvl 3:** The **Lvl 3** column is not utilized by INDOT.
- **Lvl 4:** The **Lvl 4** column is not utilized by INDOT.
- **Location Description 1:** the **Location Description 1** column contains the description of the actual limits of the contract.

“Double-click” the appropriate **Contract ID**. This step may be skipped if the appropriate contract is already open.

AASHTO SiteManager
File Edit Services Window Help

History Open


DWR History Work Item History Contractor History

Contract ID: R-90004


RPT-ID: RDWRHCON INDIANA DATE: 08/28/2006
USER: d90bclip Department of Transportation PAGE: 1 of 14

DAILY WORK REPORT HISTORY FOR CONTRACT: R-90004
GROUP BY DWR DATE

Inspector ID	DWR Date	Locked	Authorized	Paid	High Temp	Low Temp	AM Condition	PM Condition
d90bclip	08/28/2006	No	No	No	2	-1	Clear	Cloudy
Remarks: No				Work Suspended Indicator:	No	No Daily Staff on Site:		Yes
				Work Suspended Time:	00:00	No Work Items Installed:		Yes
				Work Resumed Time:	00:00	No Contractor on Site:		Yes

If the wrong contract is open, “click” on the **Open**  button located on the toolbar.

Selection

 Contract ID

Find :

Contract ID

Contract ID	Vendor ID	Fed State Proj Nbr	Status	County	Lvl 2	Lvl 3	Lvl 4	Location
R-90001	99-9999999	STP 3387005	ACTV	C087	660			ON SR 261 AT OAK G
R-90004	99-9999966	STP 3387005	ACTV	C087	660			ON SR 261 AT OAK G

“Double-click” on the appropriate **Contract ID**.

AASHTO SiteManager
 File Edit Services Window Help

History
 DWR History Work Item History Contractor History

Contract ID: R-90004

RPT-ID: RDWRHCON INDIANA DATE: 08/28/2006
 USER: d90bclip Department of Transportation PAGE: 1 of 14

DAILY WORK REPORT HISTORY FOR CONTRACT: R-90004
 GROUP BY DWR DATE

Inspector ID	DWR Date	Locked	Authorized	Paid	High Temp	Low Temp	AM Condition	PM Condition
d90bclip	08/28/2006	No	No	No	2	-1	Clear	Cloudy

Remarks: No

Work Suspended Indicator: No
 Work Suspended Time: 00:00
 Work Resumed Time: 00:00

No Daily Staff on Site: Yes
 No Work Items Installed: Yes
 No Contractor on Site: Yes

The **DWR History** tab reflects most of the information on the DWR Info tab in the DWR. Each day's information can be viewed by using the scroll bar located on the right side of the window or by using the navigation arrows located in the SiteManager toolbar.

History
 DWR History Work Item History Contractor History

Contract ID: R-90004

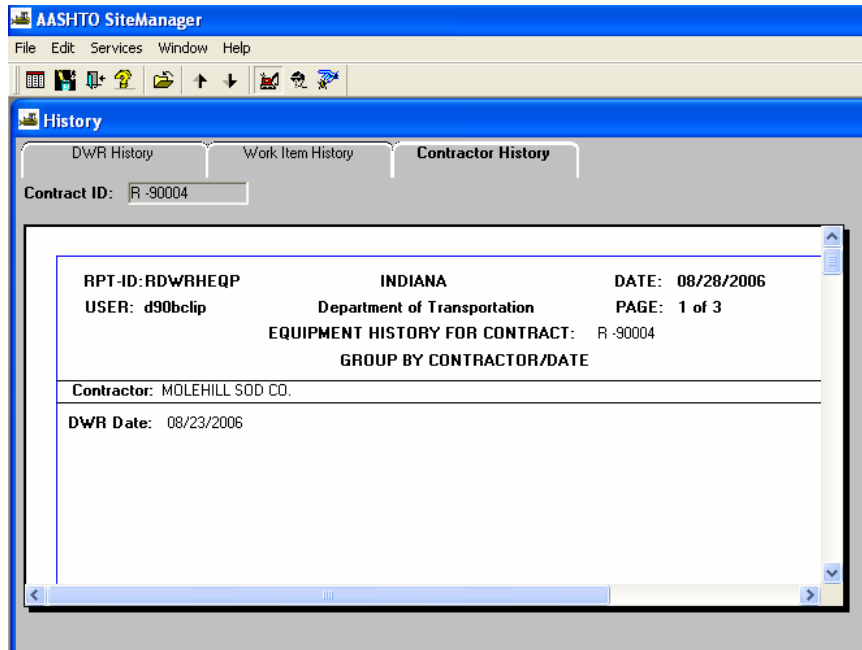
RPT-ID: DWRHWIH INDIANA DATE: 08/28/2006
 USER: d90bclip Department of Transportation PAGE: 1 of 6

WORK ITEM HISTORY FOR CONTRACT: R-90004
 GROUP BY DATE


Line Item	Project Nbr	Cat Nbr	Item Code	Description	Installed Qty To Date	Bid Qty	Final Qty
0077	9620710	0001	808-05866	PAVEMENT MESSAGE MARKING, REMOVE	0	9.000	.000


Date User ID Location Installed Contractor ID


The **Work Item History** tab reflects information on the Work Items tab in the DWR. Each day's information can be viewed by using the scroll bar located on the right side and bottom of the window or by using the navigation arrows located in the SiteManager toolbar.




The **Contractor History** tab reflects the Contractor information for each contractor for each day. Each day's information can be viewed by using the scroll bar located on the right side of the window or by using the navigation arrows located on the toolbar.

Click on the  button located on the toolbar to view the Equipment History for each contractor for each day.

Click on the  button located on the toolbar to view the Supervisor History for each contractor for each day.

Click on the  button located on the toolbar to view the Variable Labor History for each contractor for each day.

Additional contracts may be viewed by “clicking” on the **DWR History** tab and then “clicking” the **Open**  button located on the toolbar.

“Click” on the “**Close**”  button located on the toolbar to exit.

DWR History

Exercise B-3-T Group Exercise

Log into SiteManager as d90afaul

Password pass

Navigate from the **Main Panel**:

“Double-Click” on **Daily Work Report (+)**

“Double-Click” on **History**

“Double-Click” on **Contract ID: R-90003**

Review **DWR History** Tab information

“Click” on **Work Item History** Tab and review information

“Click” on **Contractor History** Tab and review information

“Click” on **Close** located on the Toolbar